

# United States Bankruptcy Court Northern District of Georgia



CM/ECF  
Administrative Procedures  
March, 2006

# Introduction

These Administrative Procedures (“Procedures”) are designed to assist attorneys and others who file with the United States Bankruptcy Court, Northern District of Georgia (“Court”), by setting forth basic procedures for filing documents under the Court’s Case Management - Electronic Case Filing System (“CM/ECF” or “CM/ECF System”). These Procedures address processes for filing documents electronically, either by electronic transmission using CM/ECF, filing by diskette or CD, or by scanning documents at the Intake Sections.

The Court anticipated adoption of these Procedures in drafting the Court’s Local Rules. However, the Local Rules do not address many of the technical requirements specified in these Procedures. It is therefore important for those filing documents with this Court to review these materials as well as the Local Rules and become familiar with the contents. These Procedures are critical to CM/ECF training but are in no way a summary or substitute for the detailed, step-by-step instructions contained in the CM/ECF User Guide used in formal CM/ECF training. Questions about CM/ECF training should be directed to Irene Wiggins, CM/ECF Analyst, (404) 215-1057, [irene\\_wiggins@ganb.uscourts.gov](mailto:irene_wiggins@ganb.uscourts.gov), or Daniel Newsome, CM/ECF Analyst, (404) 215-1099, [daniel\\_newsome@ganb.uscourts.gov](mailto:daniel_newsome@ganb.uscourts.gov).

The transition to a paperless Court and paperless legal practice is an on-going process. Many refinements have already been made, and many more are expected along the way. These Administrative Procedures, along with the Local Rules, convey the Court’s expectations for use of the CM/ECF System. Because these Procedures may be revised periodically, practitioners are encouraged to consult the Court’s website for updates.

This document is not a comprehensive guide to all aspects of the CM/ECF System as it cannot address every contingency which may arise during the course of filing documents. Any questions about these Procedures may be directed to the Court’s CM/ECF Help Desk at (404) 215-1000. When the automated attendant answers, press option 2, then option 1 for CM/ECF help.

**United States Bankruptcy Court  
Northern District of Georgia**

**Case Management/Electronic Case Filing  
(CM/ECF)  
Administrative Procedures**

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**Case Management/Electronic Case Filing  
CM/ECF  
Administrative Procedures**

**I. DESIGNATION OF CASES, PASSWORDS AND REGISTRATION**

**A. Scope**

These Administrative Procedures apply to all documents filed in this Court and govern access to, and usage of, the CM/ECF System and supplement Bankruptcy Local Rules 5005-5 through 5005-9, which are attached as Appendix F.

**B. Registration**

**1. Registration Forms**

A person approved to file documents electronically in this Court's CM/ECF System using the Internet is hereafter referred to as a "Participant." A person desiring to become a Participant must complete and submit the registration form (appended hereto as Appendix A) to: Electronic Case Filing System, Clerk's Office, United States Bankruptcy Court, Northern District of Georgia, 75 Spring Street, S.W., Room 1340, Atlanta, Georgia 30303. The Court may require a Participant to resubmit an executed registration form from time to time as terms and conditions for using the CM/ECF System change. Participants in the Court's CM/ECF System are limited to attorneys, trustees, examiners and other persons whom the Court may designate.

**2. Login and Password**

A login and password are required to use the CM/ECF System. A trustee who is also an attorney must obtain a separate password when filing or viewing documents in the capacity as trustee. A login and password will be delivered to a new Participant (a) via e-mail to the e-mail address designated by the Participant in the CM/ECF System or (b) personally to the Participant at the Clerk's Office.

**3. Use and Protection of Password**

A Participant may permit employees or other persons associated with the Participant to use the Participant's password. A new Participant should change the assigned password immediately upon receiving it. (See Appendix A-1 for step-by-step instructions to change a password). It is prudent thereafter to change a password periodically, especially after a change in office personnel who used it. **A Participant whose password is used to electronically file a document thereby certifies that the Participant authorized the filing, and the use of the Participant's password constitutes the Participant's signature on the document filed, regardless of whether the signature is shown on the document.** Unauthorized use of a password is prohibited.

#### **4. Password Security**

Any Participant having reason to believe that the security of an existing password has been compromised or that a threat to the Court's computer system may exist shall immediately notify the Clerk, Chief Deputy Clerk or Systems Department Manager by telephone, and confirm the notice in writing, so as to prevent possible unauthorized access to the Court's computer System. If a Participant has any reason to suspect the password has been compromised, it is the Participant's duty to change the password immediately through the "Maintain Your ECF Account" option under the "Utilities" function of the CM/ECF System.

#### **5. Training**

There are two databases available to CM/ECF Participants:

- The **CM/ECF Train** database is a safe environment used to practice CM/ECF entries for new or unfamiliar events, train your new employees, and to complete Court training requirements.
- The **CM/ECF Live** database is used to file new cases and documents with the Court.

When training opportunities are scheduled, they are posted on the Court's website and at the four divisional offices. Participants are invited and encouraged to attend training conducted by the Clerk of Court ("Clerk"). The CM/ECF Live password will not be assigned until a Participant has demonstrated sufficient aptitude in using CM/ECF, based on testing conducted by Court personnel. A new Participant should notify the Clerk's Office when testing requirements have been completed and/or submitted, so they can be reviewed.

#### **6. Forgotten CM/ECF Login or Password**

Contact the ECF Help Desk: (404) 215-1000, option 2, then option 1.

## **II. REQUIREMENT OF ELECTRONIC FILING**

### **A. Generally**

B.L.R. 5005-6 requires attorneys and other court officers to file documents electronically, except as otherwise permitted by the Local Rules.

## **B. Exceptions to Electronic Filing**

See B.L. R. 5005-6 with respect to (1) exceptions with respect to certain documents, (2) exceptions at the discretion of a judge, (3) emergencies, (4) an attorney's inability to file electronically.

## **III. ELECTRONIC FILING OF DOCUMENTS**

### **A. Methods of Electronic Filing**

For purposes of Bankruptcy Local Rule 5005-6(a) requiring that any document filed by an attorney, trustee or examiner in case in this Court be filed electronically, any of the following methods of electronic filing may be used:

- a. A Participant may electronically file a document through the CM/ECF System.
- b. A Limited Participant (as defined in Section IX(E) below) may electronically file a proof of claim or transfer of claim through the CM/ECF System.
- c. An attorney admitted to practice in the Court may electronically file a document by submitting it to the Clerk in an electronic media containing the document prepared in electronic format, together with the Declaration and Request to File Document on Disk or CD found in Appendix D. It can also be found on the Court's website ([www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)) under "Forms." Filings shall indicate a signature with the filing party's name typed in full on the signature line (e.g. /s/ Jane Doe). The following procedures shall apply:
  - i. To file documents on diskette or CD, the filer must provide the document on a virus-free, 3.5 inch diskette or CD in PDF format with a permanent label attached that lists:
    - (a) the name of the debtor for a voluntary petition, or the case name and number of an existing case;
    - (b) the name and telephone number of attorney filing the diskette or CD;
    - (c) the party on whose behalf the document is being filed;
    - (d) the title of the document(s) on the diskette, (e.g., Motion for Relief from Stay); and
    - (e) the PDF file name for each document on the diskette or CD. The file name must be in the format approved by the Clerk.



- ii. Each diskette or CD may contain documents from only one case. However, multiple documents from the same case may be placed on the same diskette or CD.
  - iii. The Clerk will retain the diskette or CD for a period of 60 days, and then they will be destroyed.
  - iv. The Clerk will enter on the docket the document contained in the electronic media. The paper certificate will be retained for 60 days along with the diskette or CD.
- d. An attorney admitted to practice in the Court may electronically file a document by scanning the paper document into electronic format at scanners available at the public intake filing desk of the Clerk.

**B. Formal Requirements.** See B.L.R. 5005-7(a).

**C. Signatures.** See B.L.R. 5005-7(b).

**D. Verified Pleadings.** See B.L.R. 5005-7(c).

**E. Motions under Seal.** See B.L.R. 5005-6(b)(5).

**F. CM/ECF System Failure**

A Participant whose electronic filing is made untimely as the result of a technical failure of the Court's CM/ECF System may seek appropriate relief by motion and must attest by affidavit in support of such motion to having made reasonable attempts to file electronically. If a Participant will be unable to complete an electronic filing prior to a legal deadline due to a technical failure of the CM/ECF System, the Participant should fax the pleading showing original signatures to the Clerk at:

Atlanta - (404) 730-2216

Rome - (706) 291-5647

Newnan - (770) 251-8538

Gainesville - (770) 535-2224

The faxed documents will be deemed filed as of the minute the first page is received, but the Clerk must receive the entire document. On the next business day, the originals must be delivered to the Clerk. A note informing the filing desk that you filed by fax must be attached. This option is available only to CM/ECF Participants and must not be abused.

**G. Exhibits**

Any document or documents to be filed electronically as an exhibit to an electronically filed pleading in excess of **25** pages in the aggregate should be edited so as to include in the exhibit only those portions of the document germane to the matter under consideration by the Court,

unless the entire exhibit was converted to PDF format from a text file, as contrasted with an image file. An excerpted exhibit must be clearly and prominently identified as an excerpt, and the Participant filing the excerpted exhibit must make available the complete exhibit immediately upon request by a party or the Court. Whenever possible, the relevant portions of exhibits, whether filed conventionally or in electronic form as image files, should be included as text in the pleading, to which exhibits are attached. Persons filing excerpts of exhibits do so without prejudice to the right to file with the Court at any time additional exhibits or complete exhibits. Opposing parties may file additional excerpts that they believe are germane.

#### **H. Pro Hac Vice Applications**

An Application for Admission Pro Hac Vice and a proposed order must be filed conventionally and must be accompanied by a check for the required admission fee payable to the **Clerk, U. S. District Court**. Any attorney admitted to this Court Pro Hac Vice is required to file electronically, as set forth in these Procedures, unless the Court grants an exemption pursuant to Local Rule 5005.

### **IV. SERVICE OF DOCUMENTS**

**A. Generally, including Notices.** See B.L.R. 5005-8.

#### **B. Consent to Electronic Service and Effect of Notice**

Pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Bankr. P. 9022, with the exception of service of process under Fed. R. Bankr. P. 7004, registration to file electronically constitutes the Participant's consent to accept service by electronic means and is a written waiver of service by other means (e.g., first-class mail). The Chapter 13 Trustees have requested that electronic service be made, as appropriate, to the following:

Mary Ida Townson - [ecf@atlch13tt.com](mailto:ecf@atlch13tt.com)  
Nancy Whaley - [SERVICE@NJWTRUSTEE.COM](mailto:SERVICE@NJWTRUSTEE.COM)  
Adam Goodman - [mail@13trusteeatlanta.com](mailto:mail@13trusteeatlanta.com)

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#### **C. Certificate of Service**

The reference to electronically mailed notice that appears on most CM/ECF Notices of Electronic Filing is not service or a substitute for service of the document to which that Notice refers. Participants remain responsible for serving electronically either to ECF Participants or by paper to non-ECF Participants.

## **V. RETENTION OF VERIFIED PLEADINGS**

The person filing a Verified Paper: (1) shall maintain in such person's files the original Verified Paper in its entirety for a period ending one year after the case or proceeding in which the Verified Paper is filed is closed; (2) shall produce the original for inspection and copying upon request of the Court or any party in interest; and (3) if ordered by the Court, shall transmit the original to the Clerk.

## **VI. FEES**

The Clerk is required to collect fees at the time of the filing of the document requiring a fee. Filers should pay such fees before closing the current Internet session. If fees remain outstanding for more than 24 hours, the attorney owing the fees will be restricted from using the CM/ECF System to file documents. The ability to pay fees electronically will not be restricted. Attorneys who have had their privileges restricted will have to comply with these Administrative Procedures, which require scanning at the Intake Section of the Clerk's Office, or delivery of documents on disk or CD in a .pdf format. Once the attorney has brought all fees current, full CM/ECF privileges will be restored. The Court will accept the following credit cards: Visa, MasterCard, American Express, Discover Card, and Diner's Club. The Court will only accept Visa or MasterCard debit cards. All CM/ECF users making fee payments by Internet credit card through Pay.gov must use Internet Explorer (IE) 5.5 or higher as their browser. This is the only browser supported by the Treasury's Pay.gov version 3.2.

## **VII. ORDERS**

### **A. E-mail Transmission**

Some judges have specific instructions regarding e-mail communication with chambers. To determine if a particular judge allows e-mail transmissions of proposed orders, please review the judge's website. Currently, for the judges listed below, proposed orders may be submitted to the Court by e-mail as an attached document in **WordPerfect** or **Word** format (an original, paper order must be presented to Chambers for all other judges). The e-mail shall be sent to the address that corresponds with the judge assigned to the case referenced in the proposed order. The number of orders attached to an e-mail message is not limited. However, the combined size of the e-mail may not exceed 30 MB.

### **B. E-mail Addresses for Orders:**

Paul W. Bonapfel	<a href="mailto:pwbchambers@ganb.uscourts.gov">pwbchambers@ganb.uscourts.gov</a>
Mary Grace Diehl	<a href="mailto:MGDChambers@ganb.uscourts.gov">MGDChambers@ganb.uscourts.gov</a>
James M. Massey	<a href="mailto:jemchambers@ganb.uscourts.gov">jemchambers@ganb.uscourts.gov</a>
Margaret E. Murphy	<a href="mailto:MHMChambers@ganb.uscourts.gov">MHMChambers@ganb.uscourts.gov</a>
C. Ray Mullins	<a href="mailto:crmchambers@ganb.uscourts.gov">crmchambers@ganb.uscourts.gov</a>

## **C. Entry of Orders and Service**

### **1. Entry**

Orders, decrees, and judgments of the Court may be docketed electronically by the Court. Any order docketed and transmitted through CM/ECF without the original signature of the judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order.

### **2. Service**

The Court will continue to serve copies of orders on appropriate parties.

## **VIII. APPEALS**

A participant need not attach the order being appealed to the notice of appeal. In the process of filing a notice of appeal, a Participant should link the notice of appeal to the order appealed from. The Designation of Record and Statement of Issues on Appeal must be filed electronically. The appellant and appellee are responsible for delivering hard copies of all documents, pleadings, exhibits, and transcripts referenced in the Designation of Record to the Court when such documents are due. (**Reminder:** The Court is not responsible for redacting the Social Security number or other personal data from documents filed with the Court, whether in paper or electronic form. Therefore, it is the responsibility of the party filing the documents to make certain that personal data have been redacted before filing).

## **IX. PUBLIC ACCESS TO THE DOCKET AND DOCUMENTS**

### **A. Internet Access with a Password**

Any person with a valid PACER login and password may access the CM/ECF System at the Court's website: <http://www.ganb.uscourts.gov>. A PACER login and password can be secured by contacting the PACER Service Center at **1-800-676-6856** or online at <http://pacer.psc.uscourts.gov>.

### **B. "Free Look"**

Participants will not be charged for a one-time "free-look" (*i.e.*, initial retrieval, download, viewing or printing of a document) when the document is accessed directly from an e-mail notification or summary of documents filed in cases in which the Participant has appeared or is designated. The Participant must activate this feature in CM/ECF through "Maintain Your ECF Account" option under the "Utilities" function.

**C. Public Access at the Court**

The public will have electronic access to view bankruptcy records at no charge at the courthouse in each Divisional Office during regular business hours, 8:00 a.m. to 4:00 p.m. A fee will be charged for printed copies.

**D. Conventional Copies and Certified/Exemplified Copies**

Conventional copies and Certified/Exemplified copies of electronically filed documents may be purchased through the Clerk. The fee for copying, certification, and/or exemplification will be in accordance with the fees imposed by 28 U.S.C. §1930.

**E. CM/ECF Access for Filing Proofs of Claim by Non-Attorneys**

Creditors who are not attorneys may become Limited Participants in the Court's CM/ECF System for the purpose of filing electronically proofs of claims and transfers of claims, without the assistance of an attorney. Such filings shall be done in accordance with the Court's Procedures Concerning Electronic Filing of Proofs of Claims and Transfers of Claims by Persons who are not Attorneys, which are attached hereto as Appendix E.

**F. Procedures for Electronic Filing of Proofs of Claim**

No person or entity shall cause a proof of claim to be filed electronically without the express authorization of the individual whose signature appears on the electronically filed document and the entity on whose behalf the document is being filed. The imaged /s/ or signature of an individual who authorizes the electronic filing of a proof of claim or transfer of claim shall constitute that individual's signature. The name of the person who signs a proof of claim should be typed or legibly printed beneath the signature line. Every proof of claim filed electronically must include the /s/ or an image of the signature of the person who submitted that document.

**G. Exhibits to Proofs of Claim**

Official Form 10 instructs filers: (1) to attach copies of supporting documents to the proof of claim but, (2) if the documentation is voluminous, to attach summaries. In the CM/ECF environment, proofs of claim are scanned and the images converted to documents in PDF format. Imaged PDF documents are much larger files than text-based counterparts of equal length and hence take longer to file and longer to retrieve for viewing. For this reason, the Court encourages creditors to file with the proof of claim only those attachments that are necessary to show the basis for the amount of the claim and the basis for any secured claim. Thus, a creditor should not file invoices with the claim but rather just a summary of invoices. Secured creditors should include the Secured Claim Worksheet, the note and the relevant portions of security or perfection documents, showing recording information, collateral descriptions and signatures. An excerpted exhibit must be clearly and prominently identified as an excerpt. A creditor that files an excerpted exhibit must make available the complete

exhibit immediately upon request by a party or the Court. Creditors filing excerpts of exhibits do so without prejudice to the right to file with the Court additional exhibits or complete exhibits. (**Reminder:** The Court is not responsible for redacting the Social Security number or other personal data from documents filed with the Court, whether in paper or electronic form. Therefore, it is the responsibility of the party filing the documents to make certain that personal data have been redacted before filing).

**APPENDIX A**

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

(Live System)

To register for an account on the Court's Electronic Filing System, please provide the information requested below.

**First/Middle/Last Name:** \_\_\_\_\_

**Bar ID# and State:** \_\_\_\_\_

**Law Firm Name:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Voice Phone Number:** \_\_\_\_\_

**FAX Phone Number:** \_\_\_\_\_

**Internet E-Mail Address:** \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

- 1) **Rule 9011 of the Federal Rules of Bankruptcy Procedure requires that every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an attorney registered to use the CM/ECF System identifies that attorney to the Court each time that the attorney logs onto the CM/ECF System. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using that attorney's password. Therefore, an attorney must protect and secure the password issued by the Court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to notify the Court immediately. The Court will thereafter immediately delete that password from the electronic filing system and issue a new password.**

- 2) The undersigned has read Section IV(B) of the Administrative Procedures Manual, “Filing Verified Papers by CM/ECF or Diskette/CD,” and understands the obligations imposed therein in regard to Verified Papers, including the obligation to maintain in the undersigned’s possession a complete original of every electronically filed Verified Paper for a period of one (1) year following the closing of the case in which the Verified Paper is filed. The electronic filing of any Verified Paper constitutes the filing attorney’s signature and certification that at the time of filing, the attorney has possession of the complete Verified Paper bearing the original signature of each person who affirmed or swore to the truth of matters set forth in the Verified Paper and the original signature of each person who administered the oath, such as a notary public.
- 3) By this registration, the undersigned attorney waives conventional service of documents, including notice under Fed.R.Bankr.P. 2002 and service under Fed.R.Bankr.P. 7004, except as provided in Local Rule 5005, and also agrees to accept service of notice of electronic filing of documents on behalf of the undersigned’s client by electronic service as good and sufficient service.

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Applicant’s Signature

If you are already a registered CM/ECF Bankruptcy filer in another court, you will not have to go through a “Testing” phase to obtain a “Live” login and password to our database. To omit the “Testing” phase of our registration, please list the U.S. Bankruptcy court(s) below for which you are currently registered:

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Applicant’s Signature

Please return to: M. Regina Thomas,, Clerk of Court  
United States Bankruptcy Court  
1340 U.S. Courthouse  
75 Spring Street, S.W.  
Atlanta, GA 30303



## **APPENDIX A-1**

### **I. DESIGNATION OF CASES, PASSWORDS AND REGISTRATION**

#### **B. Registration**

##### **Changing Your ECF Login or Password:**

- STEP 1** Click on the Utilities category.
- STEP 2** Click on **Maintain Your ECF Account**.
- STEP 3** Click “**More User Information**” button.
- STEP 4** Change Login and/or Password.
- STEP 5** Click “**Return to Account screen**” button.
- STEP 6** Click “**Submit**” button.
- STEP 7** Wait for a message advising your update was successful.

## APPENDIX B

### III. ELECTRONIC FILING OF DOCUMENTS

#### 1. Accessing the ECF System and Logging In

To get to the Court's **ECF Train** and **ECF Live** databases, go to:

[www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

**TIP:** Before logging into the ECF Live or ECF Train database, read the screen for any important messages or updates.

Log in by entering your login and password in lowercase. **You do not need to enter a client code.** The client code field can be utilized to reflect the client on whose behalf PACER charges were incurred.

#### 2. Linking PACER to ECF

You will need a PACER account in order to view docket reports, claims registers, creditor matrices, and other reports in ECF.

**NOTE:** If you do not have a PACER account, apply for one at:  
[www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)

If you have a PACER account, link it to ECF.

**STEP 1** Click on the **Reports** category.

**STEP 2** Select any menu option (e.g. Docket Report).

**STEP 3** You will be presented with a PACER login screen.

- ☐ Enter your PACER login and password.
- ☐ Click **Make this my default PACER login**. In the future, you will not need to enter the PACER information in order to view a report.

To change your PACER account:

- STEP 1** Click on the Utilities category.
- STEP 2** Click on **Change Your PACER Login**.
- STEP 3** Enter your new PACER login and password.
- STEP 4** Click **Make this my default PACER login**.

### **3. Avoid Problems by Clearing Your Cache**

Pages you view on the Internet (including ECF Screens and documents) are stored in temporary files for quick viewing. If these temporary files are not deleted on a regular basis, they can create problems including the opening of a second window within ECF when a menu option is selected, inability to use the backspace and delete keys, and old versions of updated documents being displayed. You can tell that you are having cache-related problems when one of the aforementioned problems occurs or when an ECF menu category (e.g., Bankruptcy) remains outlined even though you have selected another menu category (e.g., Reports). Therefore, it is recommended that you regularly clear your Internet browser cache and the temporary storage area on your hard drive. You may want to confer with your information technology resource person about the best way to accomplish this.

#### **A. Clearing your cache and cookies in Internet Explorer**

- STEP 1** On the menu bar at the top of the screen, click **Tools** and select **Internet Options**.
- STEP 2** On the **General** tab, click on **Delete Files**.  
  
[NOTE: You are only deleting TEMPORARY FILES of the pages you have viewed using the browser!]
- STEP 3** Click **OK**.
- STEP 4** While at this same window, click on **Delete Cookies**
- STEP 5** Click **OK**.

## **B. Clearing your cache in Netscape Navigator**

- STEP 1** On the menu bar at the top of the screen, click **Edit** and select **Preferences**.
- STEP 2** Double Click on **Advanced**.
- STEP 3** Click **Cache**.
- STEP 4** Click **Clear Cache**. (**Note:** This clears stale cached data in memory; thus, making the browser operate faster by caching the most recently used *fresh* cached data).
- STEP 5** Click **OK**.

## **4. Navigation**

Use your mouse or <Tab> to move from field to field. To go back a field, use your mouse or <Shift><Tab>.

When filing a document, use the *[Back]* button cautiously. In certain situations, *[Back]* will let you go back one or more screens to correct information. When you go forward again, you must re-enter any required information (ECF will not “remember” it). In other situations, using *[Back]* will result in a white screen and a warning; in these situations, try clicking *[Back]* again.

When viewing a document from ECF, always use *[Back]* to return to ECF. Clicking on a heading (Bankruptcy, Adversary, etc.) from the document display screen will introduce navigation problems, including the opening of an extra window and problems with the <backspace> and <delete> keys. If these problems begin to occur, clear your cache as described in Section II.

## **5. Converting a Document to PDF**

All documents other than creditor matrices filed in ECF are required to be in PDF (Portable Document Format). It is preferred that any document created by the filer be in a text-based PDF, as opposed to an image (scanned) PDF. For a typical document, its text-based PDF version would be 20% of the size of its imaged version, and the imaged version would take 10 times longer to transfer. Text-based PDF documents are searchable and retain the formatting (pages, fonts, etc.) of the original document.

## 6. Converting Word Processing Documents to PDF

To convert a document to PDF, you must have installed the *full* version of Adobe Acrobat 5.0 or newer versions with the additional Acrobat PDFWriter driver.

### WordPerfect -

- STEP 1** Create the document from your **WordPerfect** software (versions 10 or higher).
- STEP 2** Click **File, Publish to PDF**.
- STEP 3** The **Publishing to PDF Dialog** box displays.
- ☐ Select a drive and folder in which you will place the newly created PDF document. Click “Objects” and then select “Compress text and line art.”
  - ☐ Click **OK**.
- STEP 4** If you wish to view the PDF, open Adobe Acrobat 5.0 or newer version, click File, and select Open. The saved file will have the “.pdf” extension in the filename. You may also save your document in the word processing software before or after converting to PDF.

### Microsoft Word -

- STEP 1** Create the document from your **Microsoft Word** software (versions 2000 or higher).
- STEP 2** Click **File** and select **Print**. The **Print Dialog** box displays.
- STEP 3** In the printer name field, select **Adobe PDFWriter**.
- ☐ Click **OK**.
- STEP 4** The **Save PDF File As** dialog box displays.
- ☐ In the **File Name** box, type the name of the document. Be sure to Keep the “.pdf” extension in the file name.
  - ☐ Select a drive and folder in which you will place the newly created PDF document.
  - ☐ Click **OK**.

**STEP 5** The Acrobat PDF Writer Document Information dialog box displays.

☐ Fill in requested information.

☐ Click **OK**.

**STEP 6** If you wish to view the PDF, open Adobe Acrobat 5.0 or newer version, click File, and select Open. The saved file will have the “.pdf” extension in the filename. You may also save your document in the word processing software before or after converting to PDF.

## **7. Combining PDF's into One Document**

If you have Adobe Acrobat 5.0 or newer versions, you can combine multiple PDF's.

**STEP 1** In Adobe Acrobat 5.0 or newer versions, open the PDF document which will be at the beginning of the new combined documents.

**STEP 2** Click on **Document-Insert Pages** (version 5) or **Document-Pages-Insert** (version 6).

**STEP 3** Search and find the PDF file which you want to append and click **Select**.

**STEP 4** The **Insert Pages** box displays.

☐ In the **Location** field, choose **After** or **Before**, depending on where you want the document located.

☐ In the **Page** section, select **First**, **Last**, or **Page**, depending on where you want the document located.

☐ Click **OK**.

**STEP 5** Click **Save**.

## **8. Scanning Guidelines (To Minimize File Size, Save Storage, Upload and Review Time)**

It is critical for fast and efficient use of CM/ECF that the software used for scanning documents is configured correctly. Essentially, the consequences of poor or incorrect setups significantly increase file size - typically 20 to 40 times. This bloated file size causes:

- Vastly increased file storage requirements at the user's PC, server and backup level, together with a general slowness in handling such files.
- Vastly increased network traffic both locally and through the user's Internet Service Provider with very long file upload times. Files may simply be rejected for size or the communications network simply may time out due to oversized files.
- A very slow response from CM/ECF as the user attempts to upload a large file, and delay in obtaining a confirmation of successful receipt, or at worst possible file rejection.
- A very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

To ensure correct scanner software settings:

- Resolution should be set to 200 dpi, or a maximum 300 dpi.
- Image type should be set to "black and white drawing" (NOT gray scale, NOT color).
- Scanned image output or *save as* format should be TIF (ideally "compressed CCITT4"). Check your scanner software manual or Help for information on how to set output type.

A simple test scan should be made and the file converted to PDF ready for upload to CM/ECF. This PDF conversion can be done using one of several software packages but a good example is Adobe Acrobat 5.0 or newer versions (full package not just the Reader). Simply drag the scanned file onto the Adobe Acrobat 5.0 or newer version icon and conversion is automatic. This conversion should NOT significantly increase the file size. Do a last check of the PDF file to make sure! File size can be viewed by simply finding the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-click and select *Properties*. The file size will be listed.

If your document is mostly text, it should be no larger than about 50KB per page. At most, a very detailed page with graphics (e.g., a title) should be no larger than about 200KB per page.

This instruction page can be printed from our website [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov). You can then scan it as a test! At 200dpi the single page scans and converts to a 35KB PDF file, at 300dpi the single page scans and converts to a 52KB file.

## 9. FILING A DOCUMENT IN ECF

### a. Finding the Correct Menu Item for the Document to Be Filed

ECF is organized as follows:

- ☐ The major Headings, which appear across the top blue banner menu at all times, are **Bankruptcy, Adversary, Reports, Query, Utilities, and Logout**.
- ☐ Within each heading, there are several Categories. For example, under the Bankruptcy Heading, some of the categories are **Answer/Response, File Claims, Motions/Applications and Open a BK Case**.
- ☐ Within each category, there are several Events. For example, Under the Bankruptcy Heading, Motions/Applications category, some of the events are **Motion for Relief From Stay, Motion to Avoid Lien, and Motion to Dismiss**.

**TIP:** To find the appropriate Heading, Category and Event for a particular type of document or action, refer to Appendix 2, in the CM/ECF User's Guide. A complete listing of all Headings, Categories, and Events can be found in the User's Guide, or under the "Newsletter," dated October 2005, both of which are available on our website [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov)

The most commonly used Events are forced to the top of the pick list. However, to move quickly to a particular item in an Event pick list, type the first letter of the Event. The first item which begins with that letter will be highlighted, then continue to type the remaining letters to scroll through the list. All docketing Events related to the new Bankruptcy Legislation will be shown in capital letters.

### b. Entering the Case Number

All case numbers are entered in the following format:

- ☐ YY-NNNNN for Bankruptcy cases  
Examples: 03-39582, 04-60187
- ☐ YY-NNNN for Adversary Proceeding cases  
Examples: 04-3157, 02-6294



After the case number is entered, ECF will present the case number along with the case name. **Always confirm that the case name is correct before proceeding.**

**c. Selecting the Party**

The **Select the Party** screen prompts you for the party filing the document. If you are an attorney, you will usually select your client. If you are a trustee, you will usually select yourself unless you are filing an Application for Compensation on behalf of another professional.

If the party filing the document is listed on this screen, click on the party's name in the list and click **Next**.

If the individual or entity filing the document is not a party to the case, you will need to add them in the following manner:

**STEP 1** Click **Add/Create New Party**.

**STEP 2** Enter the appropriate information in the **Last/Business Name** field and click **Search**.

**Tip:** When searching for a party, you may use asterisks as wildcards in positions other than the first position. For example, to find ABC Corp., you may enter AB\*, ABC\*, etc.

☐ If a matching party is found, one or more Party Search Results will display. If one of them is an **exact** match, click on the name and click **Select from List**.

☐ If no **exact** matches are found, click **Add/Create New Party**.

**STEP 3** The **Party Information** screen displays.

**STEP 4** Change the **Pro Se** designation, *if incorrect*.

**STEP 5** Change the **Role** to the correct option.

**STEP 6** Click **Submit**.

**STEP 7** The **Select the Party** screen displays. Click on the party's name in the list and click **Next**.

**d. Referencing an Existing Event (Linking)**

When filing a document such as an objection, response, answer, hearing notice, certificate of service or amendment, you are required to associate (link) your document to the underlying motion or document to which it is related. For example, a Response must be associated with the Motion to which it is related. This allows anyone reading the docket to easily ascertain the connections between documents and to access related documents without searching the entire docket. It also results in the documents related to a hearing to be quickly accessed on the Calendar Events Report. Please refer to Section 4, pages 4.4-4.7, of the CM/ECF User's Guide, for more information on linking and its effects.

To associate a document you are filing with a previously filed document:

**STEP 1** Click inside the box next to “**Refer to existing event(s)?**” and click **Next**. [**Note:** Linking of some events is mandatory and the filer will not see *this* prompt.]

**STEP 2** Follow the instructions to *Select the category to which your event relates* by choosing the filing category in which the related document was filed. To select more than one, hold down the <Ctrl> key and click on the desired items. If you are unsure which category to choose, highlight the entire list which will display the entire docket. This is *not* advised in cases containing a large amount of docket entries!

Example 1: You are filing a response to a motion. You choose the category **motion** from the category list.

Example 2: You are filing an answer to a complaint. You choose the category **cmp** (complaint) from the category list.

Example 3: If you are amending schedules, link to petition.

**STEP 3** Click inside the box(es) to which your entry relates. Click on **Next**.

e. **Attaching the Document to be Filed**

This screen instructs you to select the PDF document to be filed.

**STEP 1** Click the **Browse** button. A **Choose File** box will appear.

- ☐ In the **Look In:** field at the top of the box, click the down arrow on the right side and click on the correct drive.
- ☐ In the **Files of Type:** field at the bottom of the box, make sure that **All Files** is selected. If not, click the down arrow on the right side and click on **All Files**.
- ☐ You may need to open additional folders to get to the correct document. To open a folder displayed in the box, you can either double click on it, or single click on it and click **Open**.
- ☐ When you have located the correct document, right click on it and click **Open**. This will display the document in a new window for verification.
- ☐ After verifying the document is correct, complete, and legible, click the “X” in the top right corner of the Adobe Acrobat 5.0 or newer version window to close it. You will return to the **Choose File** box.
- ☐ Click **Open** and this will paste the document into the ECF file name window.

**STEP 2** If there are no attachments to the document, click **Next**.

**STEP 3** If there are attachments to the filed document, click **Yes**.

- ☐ Repeat the instructions in Step 1 to find and paste the document attachment.
- ☐ You must at least do one of the following. Either select a **Type** from the drop-down menu, and/or type a description in the **Description** field.
- ☐ Click **Add to List**.
- ☐ If there are additional attachments, repeat the instructions in Step 3.
- ☐ Click **Next** when all items have been attached.

**f. Breaking a Large PDF into Smaller Documents**

Any document, other than the Voluntary Petition, which is larger than 4MB (4000 KB) or approximately 25 pages, should be broken into smaller chunks and filed as a primary document with attachments. **(Reminder:** The Court is not responsible for redacting the Social Security number or other personal data from documents filed with the Court, whether in paper or electronic form. Therefore, it is the responsibility of the party filing the documents to make certain that personal data has been redacted before filing them with the Court).

- ☐ The file size of your scanned document can be determined while you have the document displayed in Adobe Acrobat 5.0 or newer versions. Click on **File** and **Document Properties** or press <Ctrl><D>.
- ☐ To break a document into smaller segments, simply follow the procedure for converting to PDF, making sure that the print range is set to “*Pages:*” and then entering the page number range (e.g., 1-15, 16-30, etc.). Be sure to give each section of the document a different name (e.g., Exhibits1.pdf, Exhibits2.pdf, etc.)

**g. Reviewing the Final Docket Text**

On the **Docket Text: Modify as Appropriate** screen, you are presented with the text which will appear on the docket. There may be a drop-down box in which you may select an item to help you better identify the document you are submitting, i.e., **Amended, Ex Parte, Emergency**, etc. Read the docket text carefully to ensure that you have made the correct choices as to the document to be filed. At this point, the document is not yet filed and you have an opportunity to modify this submission without the intervention of the Court. If you notice that the docket text is incorrect, take one of the following actions:

**OPTION 1** If the docket text is incorrect because you chose the wrong menu item, simply click the appropriate heading (Bankruptcy, Adversary) and start the electronic filing process over again.

**OPTION 2** If you chose the correct menu item but the docket text is incorrect, i.e., wrong hearing date, wrong party, etc., you can try clicking **Back** at the top left of your browser. If you get the **Action Cancelled** screen, you can try clicking **Back** one more time. Alternatively, you can click the appropriate heading (Bankruptcy, Adversary) and start the electronic

filing process over again. When filing a document, use the **Back** button cautiously. In certain situations, **Back** will let you go back one or more screens to correct information. When you go forward again, you must re-enter any required information (ECF will not “remember” it). In other situations, using **Back** will result in a white screen and a warning; in these situations, try clicking **Back** again.

On the **Docket Text: Final Text** screen, you are presented with the *final* text which will appear on the docket. You cannot make any modifications to this screen. You will be prompted “**Warning!!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**”

**NOTE:** If you notice an error AFTER you have proceeded past the Final Docket Text screen, you will need to contact the Court as follows:

**h. Corrections - Atlanta Division**

For corrections or edits to cases assigned to Judges Mullins-CRM, Massey-JEM, Diehl-MGD, or Bonapfel-PWB, *please e-mail* [Bernice\\_Brown@ganb.uscourts.gov](mailto:Bernice_Brown@ganb.uscourts.gov) with the specific details.

For corrections or edits to cases assigned to Judges Drake-WHD, Murphy-MHM, Bihary-JB, or Brizendine-REB, *please e-mail* [Shannon\\_Whitworth@ganb.uscourts.gov](mailto:Shannon_Whitworth@ganb.uscourts.gov)

**i. Corrections - Gainesville, Rome, Newnan Divisions**

For corrections or edits to cases filed in any of the divisional offices, please contact the office *directly* by phone.

**Gainesville (678) 450-2700**

**Rome (706) 378-4000**

**Newnan (678) 423-3000**

**j. Understanding the Notice of Electronic Filing**

The Notice of Electronic Filing (NEF) confirms that the document was filed. It shows the following information:

- ☐ The exact date and time the document was filed.
- ☐ The case name, case number, and document number.
- ☐ The docket text.
- ☐ The parties in the case to whom notice will be electronically sent.
- ☐ The parties in the case to whom notice will not be electronically sent.

**TIP:** Clicking on the hyperlink for the “*case number*,” “*case name*,” will prompt you for your PACER login and password, then display the *Docket Report screen*. Clicking on the hyperlink for the “*document number*” will also prompt you for your PACER login and password, then display the “*Document*” itself.

## APPENDIX C

### Searching the Claims Register\* - Viewing the Claims within the Claims Register - Searching for the Court's assigned Claim Number

1. Log into **CM/ECF** using your **PACER\*\*** login and password.
2. Select “**Reports**” from the blue banner menu located on the upper portion of the **CM/ECF** screen.
3. Select “**Claims Register**” option.
4. Enter **Case Number** and click the “**Run Report**” button. (Optional: You may better define your search by completing any of the other information fields.)
5. The **Search Results** screen that appears will list the “**Case #, Case Name, Claim #, Date Filed, Creditor #, Creditor Name**.” Leave the radio button defaulted to “**Claims Register**” and click the “**Next**” button at the bottom of the screen. Scroll down to view all claims to determine the “**Claim Number**” for which you are searching. To view the actual claim, click on the blue Claim Number hyperlink. The “**Claims Register**” will provide additional information about the claim, e.g., **Class, Amount Claimed, Amount Allowed**.

\* If you are specifically logging in to **search/review** the claims register, use your **PACER** login and password. You may also use your ECF login and password; however, you will be prompted to enter the PACER login when you click on the “**Claims Register**” option. If you are in the process of a submission/event (*using your CM/ECF password*) and choose any hyperlink, you will then be prompted to enter your PACER login and password before accessing/viewing a document, a docket, etc.

**\*\*Attorneys must have a “PACER” login and password to view claims in CM/ECF.**

You must use your CM/ECF login and password to make a submission to the Court!

You must use your PACER login and password to access/view a docket or document!

If you do not have a “**PACER**” login and password, please contact “**PACER**” at (800) 676-6856 or <http://pacer.psc.uscourts.gov>.

If you do not have a CM/ECF login and password, please contact Dan Newsome with the U.S. Bankruptcy Court - Northern District of Georgia at (404) 215-1099 or [Daniel\\_Newsome@ganb.uscourts.gov](mailto:Daniel_Newsome@ganb.uscourts.gov).

**APPENDIX D**

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
\_\_\_\_\_ DIVISION**

**In Re:** : **Case No.** \_\_\_\_\_  
: \_\_\_\_\_  
: **Adversary Proceeding No.** \_\_\_\_\_  
: \_\_\_\_\_  
: **Judge** \_\_\_\_\_  
: \_\_\_\_\_  
: **Chapter** \_\_\_\_\_  
**Debtor(s)** :

**Declaration and Request to File Document on Disk or CD**

The undersigned declares under penalty of perjury as follows:

With this declaration, I have submitted the document(s) described below to the Clerk on a disk or CD and request that the document(s) be filed and entered on the docket of this case or proceeding.

File Name on Disk or CD	Document Title	Verified (Yes/No)

I have submitted for filing on a disk or CD the document described above, which is a Verified Document as defined in the Court's Administrative Procedures. A true copy of all signatures of that document is attached hereto, and I request that this Declaration be filed. I possess the entire **original** of the Verified Document and accept the responsibility to maintain the original Verified Document under my care, custody and control and subject to the Court's Local Rules for a period of one year after this case or proceeding has been closed.

Title of Verified Document	Number of pages attached hereto

DATED: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bar Number: GA-\_\_\_\_\_



## **APPENDIX E**

### **UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF GEORGIA**

#### Procedures Concerning Electronic Filing of Proofs of Claims and Transfers of Claims By Persons Who Are Not Attorneys

## **PROCEDURES**

### **I. REGISTRATION**

#### **1. Forms**

An individual or entity, including a governmental entity, (“Creditor”) desiring to file electronically proofs of claim (hereinafter referred to as “EPOC”) and/or transfers of claims (hereinafter referred to as “ETC”) in cases filed in this Court should complete and submit the Creditor Registration Form appended hereto as Attachment 1, Clerk’s Office, United States Bankruptcy Court, Northern District of Georgia, 75 Spring Street, S.W., Room 1340, Atlanta, Georgia 30303, Attn: M. Regina Thomas, Clerk of Court. In addition, at least one employee or agent of a Creditor who is to be responsible for uploading EPOC/ETC’s for that creditor (“Filer”) must complete and submit the Filer Registration Form appended hereto as Attachment 1. The Court may require a Creditor or Filer to resubmit an executed registration form from time to time as terms and conditions for using the Electronic Case Filing System change.

#### **2. Transmittal of Password**

Each Filer approved by the Clerk will receive a notice from the Clerk to retrieve from the Clerk’s Office an envelope containing an assigned password. Only the Filer or a representative authorized in writing by the Filer on the letterhead of the Filer’s employer may retrieve the envelope.

#### **3. Safeguarding Password**

Filers may find it desirable to change their Court-assigned passwords periodically, which they may do by mailing a request to the Clerk. Any Filer having reason to believe that the security of an existing password has been compromised or that a threat to the Court’s computer system may exist shall immediately notify the Clerk of Court, Chief Deputy Clerk, or Systems Department Manager by telephone and confirm the notice in writing, so as to prevent possible unauthorized access to the Court’s computer system.

### **II. ELECTRONIC FILING OF PROOFS OF CLAIM AND TRANSFERS OF CLAIMS**

Creditors, their Responsible Persons (as defined below) and their Filers participating in the electronic filing of proofs of claim and/or transfers of claims shall comply with the following instructions and procedures:

## 1. Form of Proof of Claim

Each EPOC must conform to Official Form 10 with respect to the information requested by that form, subject to the instructions concerning attachments below. EPOCs may be prepared and submitted as text documents (as opposed to scanned or imaged documents) in PDF format, provided that an image of the signature of the employee or agent who is authorized to submit the EPOC for filing and who in submitting the EPOC for filing certifies its accuracy (the “Responsible Person”) is embedded in the text-based document. The Filer and the Responsible Person do not have to be the same individuals. The form of the proof of claim must include below the signature line the admonition at the bottom of Official Form 10 that **“Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.”**

## 2. Form of Transfer of Claim

A transfer of claim shall state the claim number or numbers of the proofs of claim, as shown in the Claims Register, for each transferred claim.

## 3. Secured Claims

Creditors filing proofs of claim that are totally or partially secured should attach the Secured Claim Worksheet appended hereto as Attachment 3, and found on the Court’s website, [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov) ➡ Forms ➡ Local Forms.

## 4. Attachments

Any document to be filed electronically as an exhibit to an electronically filed proof of claim shall be edited so as to include in the exhibit only the portion minimally necessary to explain the basis of the claim. For example, attach summaries of accounts, not copies of invoices, and attach only those portions of documents evidencing a secured claim necessary to compute the amount of the claim and demonstrate the interest in the collateral, i.e., a note and critical portions of security deeds, mortgages and security agreements, such as pages showing recording information, parties to the instrument or agreement, signatures, grants of liens or security interests and collateral descriptions. An excerpted exhibit must be clearly and prominently identified as an excerpt, and the Creditor must make available the complete exhibit immediately upon request by a party or the Court. A Creditor should include all exhibits to a proof of claim in the same PDF document with the proof of claim (and hence not use the attachment feature in ECF) unless the total number of pages created by scanning document exceeds 15 pages. Creditors filing excerpts of exhibits pursuant to this order do so without prejudice to the right to file with the Court additional exhibits or complete exhibits.

## **5. Signatures**

An image of the signature of the Responsible Person must appear on each EPOC/ETC. In filing each EPOC/ETC, the Filer certifies that (i) he or she is authorized to file the proof of claim or transfer of claim by the entity on whose behalf the document is being filed, (ii) the Creditor is the same entity stated on that individual's application to use the CM/ECF System, and (iii) the Responsible Person whose signature appears on the proof of claim or transfer of claim has authorized the filing of that document. The Responsible Person who directs the filing of an EPOC/ETC bears the same responsibility for the proof of claim and information provided therein as would be the case if the proof of claim or transfer of claim were filed in paper form.

## **6. Change of Address**

If the address used by the Clerk to mail notices to a Creditor is not the address to which the Creditor desires that notices be sent concerning a proof of claim, including objections to that claim, the Creditor should: (i) direct a Filer for that Creditor to create a new creditor record in the course of filing the EPOC, and (ii) flag the fact that name and/or address have been changed in the Remarks block on the screen for recording information about the claim. See Attorney's User Guide.

## ATTACHMENT 1

### UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF GEORGIA ELECTRONIC PROOFS OF CLAIM CREDITOR REGISTRATION FORM

Entities filing proofs of claim and/or transfers of claims in cases pending in the U.S. Bankruptcy Court for the Northern District of Georgia (“Creditors”) that desire to be authorized to file such documents electronically should complete this registration form and submit it to the Clerk.

“Firm” is the name of the Creditor entity on whose behalf an employee or agent (“Filer”) is to be issued a login and password and authorized to file electronically proofs of claim and/or transfers of claims. Complete a separate form for each separate corporate or other distinct legal entity.

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned Creditor agrees as follows:

- 1) Rule 9011 of the Federal Rules of Bankruptcy Procedure and Official Form 10 require that every proof of claim be signed by the person authorized to submit the proof of claim for filing (“Responsible Person”). Creditor will direct each of its Filers and each of its Responsible Persons to read and to comply with the orders and procedural directions of the Court concerning the electronic filings of proofs of claim.

- 2) If a Filer ceases to be an employee or agent of the Creditor or for any other reason ceases to be authorized to file proofs of claim electronically on behalf of the Creditor, the Creditor will promptly notify the Clerk.
- 3) The undersigned has read BLR 5005-9.

The undersigned certifies under penalty of perjury that he or she is properly authorized to submit this Creditor Registration Form on behalf of the above identified Firm.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office or Position with the Creditor Firm

Address and telephone (if different from  
information provided above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are already a registered CM/ECF Bankruptcy filer in another court, you will not have to go through a “Testing” phase to obtain a “Live” login and password to our database. To omit the “Testing” phase of our registration, please list the U.S. Bankruptcy court(s) below for which you are currently registered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Please return to: M. Regina Thomas,, Clerk of Court  
United States Bankruptcy Court  
1340 U.S. Courthouse  
75 Spring Street, S.W.  
Atlanta, GA 30303

## ATTACHMENT 2

### UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF GEORGIA ELECTRONIC PROOFS OF CLAIM FILER REGISTRATION FORM (Live System)

To register for an account on the Court's Electronic Filing System, please provide the information requested below. "Firm" is the name of the entity on whose behalf the Filer is to be authorized to file proofs of claim and transfers of claims. If Filer is employed by more than one entity in the same group of entities, attach a continuation sheet with the information requested for each such entity.

First/Middle/Last Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filer's Voice Number: \_\_\_\_\_

Filer's FAX Number: \_\_\_\_\_

Filer's E-Mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned Filer agrees as follows:

- 1) Rule 9011 of the Federal Rules of Bankruptcy Procedure and Official Form 10 require that every proof of claim be signed by the person authorized to submit the proof of claim for filing ("Responsible Person"). Filer will check to be sure an image of the signature of the Responsible Person is attached to or part of each proof of claim filed electronically. The unique password issued to a Filer registered to use the CM/ECF system identifies that Filer to the Court each time that the Filer logs onto the CM/ECF system. The use of a Filer's password serves as and constitutes the signature of the Filer for purposes of indicating an understanding of and agreement to comply with the orders and procedural directions of the Court concerning the electronic filing of proofs of claim. Therefore, a Filer must protect and secure the password issued by the Court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the Filer to notify the Court immediately. The Court will thereafter immediately delete that password from the electronic filing system and issue a new password.
- 2) If the Filer ceases to be an employee of the Creditor on whose behalf the Filer was authorized to file claims or ceases for any reason to be authorized to file proofs of claim electronically for said Creditor(s), the Filer will immediately inform the Clerk of the Court

in writing that the Filer is no longer an authorized Filer and will cease using the logon and password issued to that Filer. If any of the information provided by Filer on this form changes, Filer will promptly send an amended registration form to the Clerk with the then current information.

3) The undersigned has read BLR 5005-9.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

Approved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Supervisor  
of Applicant

\_\_\_\_\_  
Office or Position with the Creditor Firm

Address and telephone (if different from  
information provided above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are already a registered CM/ECF Bankruptcy filer in another court, you will not have to go through a "Testing" phase to obtain a "Live" login and password to our database. To omit the "Testing" phase of our registration, please list the U.S. Bankruptcy court(s) below for which you are currently registered:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Please return to: M. Regina Thomas,, Clerk of Court  
United States Bankruptcy Court  
1340 U.S. Courthouse  
75 Spring Street, S.W.  
Atlanta, GA 30303



## ATTACHMENT 3

### Secured Claim Worksheet

**Case Number:** \_\_\_\_\_ **Case Name:** \_\_\_\_\_

**Instructions:**

1. Attach this Worksheet to the proof of claim, which should conform to Official Form 10.
2. Compute the claim as of the date on which the Debtor filed the petition initiating the case.
3. **Do NOT include interest or charges that accrue after the Petition Date (the date on which the petition initiating the case was filed) in the computation of the debt due on the Petition Date.** A claim that accrues interest **after the Petition Date** for payments on secured debt not made when due after the petition date should be presented in a **separate** proof of claim dealing only with post-petition claims.
4. Provide information on computation of claim **as of Petition Date** in the blanks below. Principal Balance and Accrued Interest **MUST NOT** include unearned interest. The completion and filing of this form does not prejudice a creditor's right to contest whether the creditor's interest in property of the estate is adequately protected by payments made post-petition.

A	Principal Balance	\$
B	Accrued Earned Interest As of Date of Filing Petition	\$
C	Late Charges	\$
D	Forced Placed Insurance	\$
E	Other Charges (itemize)	\$ \$ \$
F	Total Claim as of Petition Date (Sum of A-E) - Copy to Block 4 on Official Form 10	\$

G	Amount of arrearage and other charges <b>at time case is filed</b> , if any, included in the amount on Line 4	\$
H	Monthly Payment	\$
I	No. of Installments Past Due on Petition Date	
J	Contractual Annual Interest Rate (APR)	_____%
K	Value of Collateral-Copy to Block 5 on Official Form 10	\$

## **APPENDIX F**

### **Local Rules on Electronic Filing (As of December 14, 2005)**

#### **BLR 5005-5. Electronic Filing.**

(a) Authorization of Electronic Filing. The Bankruptcy Clerk shall accept documents for filing by electronic means in accordance with these Rules and with the Electronic Case Filing Procedures established pursuant to BLR 5005-5(b).

(b) Electronic Case Filing Procedures. The Bankruptcy Court shall from time to time establish “Electronic Case Filing Procedures,” which shall be administrative procedures, consistent with technical standards, if any, that the Judicial Conference of the United States establishes, for the electronic case filing and docketing system used by the Bankruptcy Court. The administrative procedures shall include procedures, rules, and regulations concerning, among other things: (1) the registration of attorneys, trustees, examiners, the United States Trustee, and other persons as permitted by the Bankruptcy Court, to permit such registered persons to file documents electronically, to pay required filing fees in connection therewith, and to have electronic access to the electronic docket and to electronically filed documents and to pay fees in connection therewith; (2) safeguarding the integrity of the Bankruptcy Court’s docket and filed documents; (3) creation and maintenance of a secure mechanism for the creation and distribution of passwords to registered users so as to permit identification of persons filing documents electronically; and (4) establishment of procedures to provide for the functional equivalent of signatures of attorneys and other persons on electronically filed documents. Any fees collected pursuant to the Electronic Case Filing Procedures shall be consistent with the fee structure adopted by the Judicial Conference of the United States pursuant to 28 U.S.C. §§ 1913, 1914, 1926 and 1930, and any other applicable law. The Electronic Case Filing Procedures shall be available from the Bankruptcy Clerk and on the Bankruptcy Court’s website.

(c) Use of Passwords. With regard to passwords issued pursuant to the Electronic Case Filing Procedures:

(1) No person shall knowingly utilize, or cause or permit another person to utilize, a password without authorization from the person to whom it is issued.

(2) No attorney shall knowingly permit or cause to permit a password assigned to that attorney to be utilized by any person other than an authorized employee of his or her law firm.

(3) A person whose password is used to electronically file a document thereby certifies that such person has authorized the filing. An attorney whose password is used to electronically file a document thereby certifies that such attorney and the attorney’s law firm have authorized the filing.

(d) Consequences of Electronic Filing. Electronic filing of a document constitutes filing of the document for all purposes of the Bankruptcy Rules and these Rules and constitutes entry of the

document on the docket kept by the Bankruptcy Clerk under Bankruptcy Rule 5003. When a document has been filed electronically, the official record is the electronic recording of the document as stored in accordance with the Electronic Case Filing Procedures, and the filing party is bound by the document as filed. A document filed electronically is deemed filed at the date and time stated on the notice of electronic filing sent pursuant to the Electronic Case Filing Procedures.

**BLR 5005-6. Attorneys, Trustees, and Examiners Required to File Documents Electronically; Exceptions; Emergencies.**

(a) Electronic Filing by Attorneys, Trustees, and Examiners. Any document filed by any attorney, any trustee or examiner serving in any case pending in the Bankruptcy Court, or the United States Trustee, shall be filed electronically, unless otherwise permitted by these Rules.

(b) Exceptions to Electronic Filing.

(1) Miscellaneous Documents Filed by Attorney Who Is Not A Registered User. An attorney who is not a Registered User shall not be required to file any of the following documents electronically: (A) a proof of claim or amendments thereto; (B) a notice of appearance in a bankruptcy case for the purpose of receiving notices; (C) a ballot on a Chapter 11 plan. The exceptions for the filing of these documents do not excuse the attorney from the requirements of BLR 5005-6(a) with regard to the filing of any other documents in the case or in any adversary proceeding relating thereto.

(2) Discretionary Exceptions. A Bankruptcy Judge may in his or her discretion authorize other exceptions to the electronic filing of documents and may order that certain documents not be filed electronically.

(3) Emergencies. In the event that an emergency situation prevents a Registered User from timely filing a document electronically through the Electronic Case Filing Program, such person shall be permitted to file the document either conventionally or through alternative means set forth in the Electronic Case Filing Procedures.

(4) Inability to File Electronically. An attorney required to file electronically may submit to the Chief Bankruptcy Judge, or his or her designate, an "Affidavit of Inability to File Electronically" certifying that he or she is unable to comply with the electronic filing requirements. The Affidavit shall state the circumstances which justify an exception from electronic filing. Upon the first submission of such an affidavit, the attorney shall have an automatic grace period of 90 days during which he or she shall not be required to electronically file documents. Should the attorney require additional time beyond the grace period, he or she may petition the Chief Bankruptcy Judge, or his or her designate, for such additional time as may be necessary and said request shall be considered on a case by case basis.

(5) Documents under Seal. A document that a person desires to file under seal may be prepared in paper form and submitted to the Clerk's Office. The motion to file such document under seal shall be filed electronically, if the filing party is required to file electronically.

## **BLR 5005-7. Procedures for Filing Documents Electronically.**

As used in this Rule, the word “attorney” means an attorney admitted to practice in the Bankruptcy Court.

(a) Format Requirements. An electronically filed document shall be prepared in accordance with the format requirements of BLR 5005-1 and 5005-3, except as otherwise provided by this Rule and the Electronic Case Filing Procedures.

(b) Signatures.

(1) Signature of attorneys on document electronically filed by attorney. A document electronically filed by an attorney that an attorney signs or is required to sign under the Bankruptcy Rules or other applicable law shall identify each attorney signing such document in accordance with BLR 5005-1(e). If the document is filed electronically in a text format, the signature of each attorney signing the document shall be indicated above the signature line with the notation “/s/” above the name of the person signing the document or by some other notation that clearly indicates that the document has been signed and by whom. If the document is filed electronically in an image format, the signature of each attorney signing the document shall be affixed to the original before the document is created in image format. Upon the electronic filing of the document, the signature of each such attorney as thus evidenced shall constitute a signature of each such attorney under Bankruptcy Rule 9011. The electronic filing of the document constitutes a representation and certification by the attorney filing the document that each attorney whose signature is thus evidenced (A) has signed or authorized such attorney’s signature and (B) has authorized the filing of the document as thus signed.

(2) Signature on document electronically filed by non-attorney. A document that is electronically filed by a person who is not an attorney and that the filing person signs or is required to sign shall state the name of each person signing the document. If the document is filed electronically in a text format, the signature of the person signing the document shall be indicated above the signature line with the notation “/s/” above the name or by some other notation that clearly indicates that the document has been signed and by whom. If the document is filed electronically in an image format, the signature of the person signing the document shall be affixed to the original before the document is created in image format. Upon the electronic filing of the document, the signature of such person as thus evidenced shall constitute a signature of such person under Bankruptcy Rule 9011. The electronic filing of the document constitutes a representation and certification by the person filing the document that the person whose signature is thus evidenced (A) has signed or authorized such signature and (B) has authorized the filing of the document as thus signed.

(3) Signatures on document of persons other than person filing electronically. An electronically filed document (other than a proof or transfer of a proof of claim filed in accordance with BLR 5005-9) that is signed by a person other than, or in addition to, the person electronically filing the document, shall state the name and state bar registration or identification number of each attorney (if any) and the name of any other person signing such document. If the document is filed

electronically in a text format, the signature of each person signing the document shall be indicated above the signature line with the notation “/s/” above the name of each person signing the document or by some other notation that clearly indicates that the document has been signed and by whom. If the document is filed electronically in an image format, the signature of each person signing the document shall be affixed to the original before the document is created in image format. Upon the electronic filing of the document, the signature of each such person as thus evidenced shall constitute a signature of each such person under Bankruptcy Rule 9011. The electronic filing of the document constitutes a representation and certification by the person filing the document (A) that each person whose signature is thus indicated on the document has signed it and (B) that, at the time of filing, the person filing the document electronically is in possession at the time of filing of an original document signed as indicated on the electronically filed document. The requirements of (b)(1) or (b)(2), as applicable, apply with regard to the signature, if any, of the filing person.

(c) Verified Papers.

(1) A person electronically filing a Verified Paper thereby certifies and represents that such filer has in such filer’s possession at the time of filing the fully executed original Verified Paper, with an original signature affixed thereto signed by each person whose signature is indicated thereon.

(2) A person electronically filing a Verified Paper in image format thereby certifies that the image is an exact copy of the original. A person electronically filing a Verified Paper in text format thereby certifies that its text is identical to the original.

(3) The following Rules apply with regard to a Verified Paper filed in text format:

(A) A person electronically filing a Verified Paper in text format shall conform the copy filed electronically to the original Verified Paper. Each signature shall be indicated above the signature line with the notation “/s/” above the name of the person signing or by some other notation that clearly indicates that the document has been signed and by whom. Handwritten or stamped text or notations, including without limitation dates and stamps concerning the commissions of notaries public, shall be typed on the filed copy. Seals shall be noted by such expressions as “Legal Seal,” “L.S.,” “Notary Seal,” etc., as appropriate.

(B) The person filing the Verified Paper: (i) shall maintain in such person's files the original Verified Paper in its entirety for a period ending one year after the case or proceeding in which the Verified Paper is filed is closed; (ii) shall produce the original for inspection and copying upon request of the Bankruptcy Court or any party in interest; and (iii) if ordered by the Bankruptcy Court, shall transmit the original to the Bankruptcy Clerk.

(c) If the Verified Paper is a paper that must be verified or contain an unsworn declaration as provided in 28 U.S.C. § 1746 as required by Bankruptcy Rule 1008 (including any petition; list of creditors; schedule of assets and liabilities, current income and expenditures, or executory contracts and unexpired leases; statement of financial affairs; statement of intention; and any amendment to any of the foregoing, as set forth in Bankruptcy Rules 1002, 1003, 1004.1, 1007,

and 1009) (a “Rule 1008 Paper”), then each debtor and the person filing such Rule 1008 Paper shall sign, and the attorney for the debtor shall file in image format, a declaration under penalty of perjury substantially conforming to Local Form 5005-7(c)(3)(B), simultaneously with the Rule 1008 Paper.

(d) Motions Under Seal. BLR 5005-6(b)(5) governs motions with regard to the filing of documents under seal.

(e) A trustee may file a report of no distribution by making a docket entry with appropriate text in such form as is approved by the United States Trustee without filing a pleading containing the report and said trustee shall not be required to maintain any original or scanned copy of said report or otherwise comply with the requirements of paragraph (c) of this Rule with regard to said report.

(f) The Electronic Case Filing Procedures may authorize the filing of routine pleadings and papers by the making of a docket entry with appropriate text as is approved by the Bankruptcy Court.

#### **BLR 5005-8. Service of Electronically Filed Documents.**

(a) An electronically filed document must be served in accordance with the requirements of the Bankruptcy Code, the Bankruptcy Rules, and these Rules. A Certificate of Service may be filed electronically and may be appended to the document to which it refers.

(b) Except as set forth in paragraph (c) below, service upon a Registered User may be effected by service of a notice of electronic filing in accordance with the Electronic Case Filing Procedures and in the form set forth therein. The electronic service of such notice of electronic filing of a document shall constitute service of such document to such Registered User so that the filing party shall not be required to serve by mail or hand delivery the filed document to which the notice of electronic filing refers. By becoming a Registered User and accepting a password for participation in the Electronic Case Filing system, a Registered User waives the right to receive notice and service by mail or hand delivery, including notices described in Bankruptcy Rules 2002(a)(2)(3) and (6).

(c) Notices mandated by Rules 2002(a)(1), (4), (5), (7), (8) and (b)(1) and (2) shall be served by paper copies in accordance with those Rules, unless a party in interest requests pursuant to Bankruptcy Rule 9036 that such notices be given electronically.

#### **BLR 5005-9. Electronic Filing of Proof of Claim or Transfer of Claim.**

(a) A Registered User may file a proof of claim or a transfer of claim electronically in accordance with these Rules and the Electronic Case Filing Procedures. BLR 3002-1 applies to an electronically filed proof of claim or transfer of a claim, except as otherwise provided by these Rules or the Electronic Case Procedures.

(b) An electronically filed proof of claim or transfer of claim shall be signed in accordance with BLR 5005-7(b). No person or entity shall cause or permit a proof of claim or transfer of claim to be filed electronically without the express authorization of the individual whose signature appears on the electronically filed document and the person or entity on whose behalf the document is being

filed. When an individual creditor or employee or agent of any creditor who is a Registered User electronically files a proof of claim or a transfer of claim, that individual creditor, employee, or agent certifies (1) that he or she is authorized to file the proof of claim or transfer of claim by the entity on whose behalf the document is being filed; (2) the creditor is the same entity who is a Registered User; and (3) the individual whose signature is shown on the proof of claim or transfer of claim has authorized such signature and the filing of that document. Upon the electronic filing of a proof of claim or a transfer of claim, the signature in accordance with BLR 5005-7(b) shall constitute a signature for purposes of Bankruptcy Rule 9011, of 18 U.S.C. §§152 and 3571, and of other applicable law.